

~~CONFIDENTIAL~~  
Executive Secretary, CIA Career Service Board

5 November 1952

Chairman, OGS Career Service Board

Report of Career Service Activities

Pursuant to the directive dated 23 October 1952 a summary report of activities of the OGS Career Service Board for the period 1 July through 15 October 1952 follows:

1. The Office of General Services Career Service Board was organized on 11 August 1952 by OGS Regulation No. OGS-20-15 for the purpose of sponsoring, developing and executing the Career Service Program of the Office of General Services.
2. The OGS Career Service Board has held two meetings to date. The minutes of these meetings reflect the various rotation assignments and training programs established. However, it has not been practical to begin the rotation assignments to date due to workload volume, administrative commitments, and general lack of sufficient personnel in the Office of General Services.
3. An employee has been selected by the Board to fill the one career service slot assigned to the Office of General Services and it was originally planned that his rotation would begin 15 November 1952. However, due to the workload in his Branch, this date will of necessity have to be changed and the rotation temporarily delayed.
4. Supervisors in OGS were indoctrinated by the Office of Training in the preparation of the Personnel Evaluation Report Forms during the week beginning 22 September 1952. An Evaluations Officer was appointed, the system has been implemented, and substantial progress is being made.
5. A Training Liaison Officer was designated and various training programs already in practice in the Office of General Services have been continued and additional ones planned. The Training Liaison Officer is in the process of preparing a brochure of the training program to be followed for each rotation assignment.
6. The attached sheet lists the employees who have to date attended various courses or received other training in connection with the overall career development program.